



JOB OPPORTUNITY

270-734-5742-XXX

Release Date: November 10, 2014

The California Student Aid Commission is the State's major policy formulating agency for student financial aid and one of the largest agencies of its kind in the country. The Commission is responsible for administering a comprehensive program of student loans, grants, and other special programs for eligible students. Today, the Commission is moving ahead to provide innovative financial aid leadership for California's unrivaled system of post-secondary students attending California's public and private colleges, universities and proprietary schools.

Classification: **Research Program Specialist I**
(Multiple positions may be available)
Position # 270-734-5742-XXX
Permanent, Full-Time
Budgets and Research - Administration and External Affairs Division

Who May Apply: Individuals with permanent, full-time status, employed by the State of California as a Research Program Specialist I, or in a comparable classification, or civil service employees with list or transfer eligibility to the advertised classification. SROA/surplus/Re-employment employees at this level are encouraged to apply. Surplus candidates must attach a copy of their letter. All candidates must clearly indicate their basis for eligibility (i.e. SROA/Surplus/Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment) on their application.

All applications will be reviewed and only the most qualified candidates will be interviewed. If you are not a current State employee, you must first take an examination to obtain list eligibility. Please state RPA #14-036, Budgets and Research – Administration and External Affairs Division on your application. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for this classification per CCR Rule 250. College transcripts must be submitted with your application, to verify the educational requirements of the class.

Duties: Under the general direction of the Staff Services Manager I, Budgets and Research and the Chief of Administration and External Affairs, the incumbent will provide excellent research capabilities and statistical skills, including knowledge of electronic statistical applications. Incumbent will research, analyze and provide data for budget projections, legislative bills, publications, reports, and research and policy papers on the Commission's programs. Incumbent will research, analyze, and respond to critical and complex requests for data and perform statistical analyses for State policy-making entities.

Salary: \$4930.00-\$6171.00

Desirable Skills: Proficient in using Statistical Analysis Systems (SAS) programs, Excel, Word and Access; excellent research capabilities and statistical skills; demonstrated excellent oral and written communications skills; ability to develop cooperative working relationships with staff at all levels; ability to deal with multiple tasks and changing priorities.

How to Apply: Applications will not be accepted by fax or e-mail. Please indicate **RPA 14-036, Position # 270-734-5742-XXX Research Program Specialist I (or applicable classification)**, on your application and resume and send to:

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Final Filing Date: Until Filled

Facilities: Close to freeway access at Zinfandel Drive and Hwy 50. Free Parking.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification: Research Program Specialist I

Classification:	Research Program Specialist I
Working Title:	Research Specialist
Position Number:	270-734-5742-XXX
Location:	11040 White Rock Road Rancho Cordova, CA 95670
License or Other Requirement:	N/A
Date Prepared:	October 20, 2014

Function: *(Summary of Responsibilities)*

The incumbent will research, analyze, and respond to critical and complex requests for data and perform statistical analyses for the Commission and State policy-making entities. These requests and analyses include, but are not limited to: budget projections, legislative bills, publications, reports, and research and policy papers on the Commission's programs. The Research Program Specialist I will work under general direction and above the journey level and provide expert consultative services for the California Student Aid Commission's student financial aid programs.

Reporting Relationships:

Reports directly to: Staff Services Manager I – Budgets and Research and Chief, Administration and External Affairs

Reports indirectly to: Research Program Specialist II

II. Program Identification:

The California Student Aid Commission (Commission) is an independent State agency responsible for policy leadership on student financial aid issues and is the primary State agency for administering state-authorized financial aid programs for students attending public and private universities, colleges, and vocational schools in California. These programs include grant and loan programs supported by the State and Federal government. The Commission's major programs include: Cal Grants, the Middle Class Scholarship Program, California Dream Act, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP) and Cash for College. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Administration and External Affairs Division is responsible for fiscal services, research, administrative operations, personnel, communications, and outreach programs.

The Research staff is responsible for data management and reporting, research and special studies, Cal Grant projections, statistical analysis, Grade Point Average (GPA) determination, Assumption Program Loans for Education (APLE), Chafee Grant program data and reporting, and Legislatively mandated reports. The staff is annually responsible for the development of the Cal Grant projections, GPA determination, income and asset ceilings, Student Expense Budgets and Selection Criteria.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 35% Identify, extract, analyze, process and interpret Cal Grant award and cost data for use in complex multidimensional spreadsheets to develop Cal Grant Projections. Coordinate the development of multiple spreadsheets to illustrate projection changes and describe multifaceted population and cost elements encompassing all Cal Grant program components. Identify and analyze the participant and cost data for use in developing the Commission's various Specialized Program Projections including the Middle Class Scholarship Program.
- 25% Mine for Cal Grant information by developing and executing Structured Query Language (SQL) application queries for extracting data. Develop, modify and execute various mainframe and PC-based Statistical Analysis System (SAS) programs to access a variety of databases. In addition, use SAS programs to analyze data and project current- and future-year award offers and renewals, participation rates, and expenditures. Continuously develop and modify computer applications to produce Cal Grant program and statistical information.
- 20% Research, analyze, and respond to critical and complex requests for data and perform statistical analyses for State policy-making entities (the Legislature, the Department of Finance, the Legislative Analyst's Office, the Commission and advisory committees), other public entities, and the media. Provide expert consultative services and comprehensive knowledge of data and statistical analyses in response to requests.
- 15% Independently plan, organize, implement, conduct, and present complicated studies. Author or assist in preparing publications, reports, and research and policy papers. Advise management, departmental staff, legislative bodies, governmental entities, commissions and agencies on the methods used to conduct research and results obtained related to the assigned area of research.

Non-Essential Functions:

- 5% Provide data as needed for Commission publications, communication documents and website.

NOTE: These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Works in an office setting with artificial lighting and temperature control. Sitting and standing requirements consistent with office work. Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.]

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.